



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Maintenance Technician I	Department:	Regional Sewer District (RSD)
Position Type:	Full-time Bargaining Unit (AFSCME #8)	Address:	Olentangy Environmental Control Center (OECC) 10333 Olentangy River Rd. Powell, OH 43065
Typical Work Schedule:	7:00 a.m. to 3:00 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Non-exempt
How to apply:	http://www.co.delaware.oh.us/index.php/employment		

Objectives

Individual is responsible for maintaining wastewater treatment equipment and machinery of the DCRSD. Individual reports to the Maintenance Manager.

Job Standards

A high school diploma or equivalent plus related work experience and/or specialized related training required. Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or the ability to obtain within 12 months of employment, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability. An Ohio EPA Wastewater Operator or Collection System Operator Certificate is preferred. All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Repairs, installs, and removes mechanical equipment to include but not limited to pumps, blowers, motors, the repair/replacement of seals, bearings, shafts, sensors, windings, impellers, volutes, wiring, cords, and other related components;
- Following manufacturer specifications, performs preventative maintenance on equipment throughout the DCRSD including but not limited to oils, greases, lubes, belt replacement, and mechanical adjustments;
- Performs single phase electrical repairs and installations;
- Responds timely to declared county emergencies and other emergency situations that may require the use of equipment to protect the public health;
- Maintains readiness and properly uses portable generators, portable pumps, and all other emergency response equipment;
- Maintains and repairs equipment to include but not limited to forklifts, skid steer, aerial- lift platforms, trailers, mowing and grounds equipment;
- Troubleshoots, repairs, and/or replaces HVAC equipment to include but not limited to ventilation units of all types, AC units, water furnaces, gas fired heaters, electrical heaters;
- Installs, repairs, or replaces of all types of plumbing and piping to include but not limited to ductile iron, PVC, copper, black iron, galvanized pipe;
- Attends various training sessions, video conferences, and workshops.
- Performs typing, word processing, and related computer operations;
- Works overtime and outside of typical work schedule/business hours as required; and
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS

Performs any related non-essential functions as required.

SKILLS AND KNOWLEDGE:

Equipment:

- Individual uses machines including, but not limited to, such as hydraulic press, arc welder, oxy-acetylene torch, portable generator, pumps and power washer;



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- Individual operates the following types of equipment including, but not limited to,: sludge truck, sewer jet truck, skid steer, forklift, service tractor, lawn tractor, aerial-lift platforms, trash pump, assorted portable pumps, 3000 lb. crane;
- Individual uses electronic devices including, but not limited to, such as electric voltage meter, battery charger, OHM meter;
- Individual uses hand tools required for including, but not limited to,; carpentry, masonry, electrical, mechanical;
- Individual uses the following for safety protection including, but not limited to, gas monitor, confined space equipment, coveralls, boots, rubber gloves, leather gloves, face shields, safety glasses and G.F.C.I. cord;
- Ability to operate a variety of office equipment such as computer, copier, telephone, IPad, calculator, and other equipment necessary to perform duties. Individual uses personal protective equipment as necessary. Ability to safely operate a motor vehicle is required.

Critical Skills/Expertise:

- Knowledge of materials, tools and standard practices of a variety of mechanical trades with particular emphasis on wastewater treatment plant equipment;
- Knowledge of and ability to follow all precautionary and safety measures taken when dealing with the occupational hazards connected with general maintenance operations, including but not limited to ARC flash, confined space entry, and lock out/ tag out;
- Knowledge of and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook and other job related software needed to complete job tasks;
- Ability to communicate effectively, both orally and in writing;
- Ability to work independently, with minimal supervision;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Ability to organize and maintain large volumes of information and paperwork;
- Ability to use a computer, tablet, and copier to access and create files, prepare reports, and print, scan, and e-mail documents;
- Ability to read, understand and interpret manuals and related documents necessary to repair or install equipment;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
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- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing;
- Ability to organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Delivers excellent customer service, externally and internally;
- Thorough knowledge of and adherence to safety policies, procedures and practices;
- Thorough knowledge of and adherence to all federal, state and county government policies and procedures, laws and regulations

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Supervisor provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.



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IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with managers, co-workers, subcontractors, and other departmental personnel.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Maintenance Technician I

PCN#: 1190011313
 Job Code: 11307
 Skill Level: 3
 FLSA Status: Non-exempt
 Civil Service Class: Union